

**THE USED OIL COLLECTION ACT OF 1993
T.C.A. 68-211-1005**

**Grants for Used Oil Collection Centers,
Educational Programs,
And Equipment That Burns Used Oil for Fuel**

**Grant Application Guidelines
Revised September 2007**

Statutory Authority

The purpose of this program is to reduce the amount of improperly disposed used oil by providing incentives to increase the number of collection facilities for used oil generated by do-it-yourselfers.

T.C.A. 68-211-1005 states that the used oil collection fund may be used as follows:

(2) The department may award grants, subsidies and/or loans to municipalities, counties and counties having a metropolitan form of government to establish and operate used oil collection centers at publicly owned facilities or other suitable public or private locations; and provide technical assistance to persons who organize such programs.

(3) The department may award grants or subsidies to local governments to purchase equipment that burns oil as fuel. In awarding such grants or subsidies, priority shall be given to local governments who establish used oil collection centers.

(4) The department shall provide technical assistance to and reimburse public or private operators of used oil collection centers to dilute, decontaminate or dispose of used oil which has been contaminated by any substance which would require such contaminated oil to be disposed of as a hazardous waste in accordance with the provisions of chapter 212 of this title if such dilution, decontamination or disposal is approved by the department prior to such dilution, decontamination or disposal. However, such reimbursement shall only be awarded to operators who have complied with management standards and rules and regulations of the department and shall be limited to no more than eight thousand dollars (\$8,000) per year per used oil collection center. No reimbursement shall be made to any operator who is disqualified pursuant to rules or regulations of the department.

(5) The department may award grants to develop and implement educational programs to encourage proper handling, disposal and recycling of used oil.

(7) The department may award grants to develop and implement programs to provide direct incentives to for-profit and not-for-profit entities to establish and operate used oil collection centers.

Eligibility

Cities, counties, solid waste authorities, counties having a metropolitan form of government (local governments), non-profit recyclers and certain for-profit agencies are eligible for funding consideration. For-profit agencies to be considered are automotive service, maintenance, or parts; agricultural equipment sales and service; and farmers' co-ops.

Grants will only be awarded to:

- (1) Applicants located in an under-served area:
 - a. An under-served area is any area not within a 10 mile radius of an existing used oil collection site, **OR**
 - b. Any area where the population averages more than 150 persons per square mile.

(2) For-Profit Applicants meeting **one** of the above requirements and:

- a. whose business is not attached to a residence, and
- b. who own their own property.

Grant offers will be issued for the maximum amount allowable for the equipment requested as shown in Part II, Table B – Collection and Heater Site Information. Grantees will be reimbursed *only after* they have paid the vendor and have also provided the State with adequate proof of vendor payment. Reimbursement will be based on either the actual price, the grant maximum, whichever is less, and the State has inspected the collection site to confirm that all equipment has been delivered, installed and is operational.

Applications

Eligible applications will be funded on a first come, first served basis. First priority will be given to under-served areas that are establishing a used oil collection center. Second priority will be given to existing public facilities and third priority will be give to existing private facilities. Local governments may apply for one or all of the items listed in Part II, Table B – Collection and Heater Site Information. For-profit and not-for-profit entities establishing a DIYer used oil collection site may apply for all items except the education portion of the grant.

Applications must contain the proper company name (example: Maury County, ABC FARMERS COOP, LLC), as registered with the Secretary of State or as appears on all legal documents for the company. Applications must be signed by an authorized representative (county mayor, mayor, president, all partners, etc.). Other representatives may sign, but a copy of the authorizing resolution must be included. All applications must contain the following documents:

- Application, Part I, Part II, and Part III, answering all applicable questions accurately and completely;
- Education plan (Local governments only) – Part IV
- Registration for Used Oil Collection Centers form (Schedule A);
- Used Oil Program Report (Form CN-1000)
- Copy of warranty deed showing the land where used oil collection site will be located;
- Copy of current business license and taxpayer registration. (Private Businesses)
- Copy of an approved resolution authorizing someone other than the chief executive requesting grant to be the responsible party.

Submission Date

One original completed application with all applicable documentation should be returned to and received by the Division of Solid Waste Management, Solid Waste Assistance Programs, 401 Church Street, 8th Floor, Nashville, TN 37243-1533, **no later than 4:30 p.m. on Wednesday, October 31, 2007** Faxed or e-mailed copies of applications will not be accepted. Applications received after 4:30 p.m. on Wednesday, October 31, 2007 will be returned without review.

Awards

Approximately sixty (60) days after completion of the application review process, the Department of Environment and Conservation will announce grant awards and commit funds to meet the obligation.



**DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF SOLID WASTE MANAGEMENT**

**8th Floor, L & C Tower
401 Church Street
Nashville, TN 37243-1533**

GRANT APPLICATION FOR

RECYCLING EQUIPMENT USED OIL WASTE REDUCTION OTHER _____

Return Application to Above Address

Part I

APPLICANT INFORMATION:

Name of Agency/Organization: _____

Name and telephone number of person responsible for all grant activities
(i.e. bidding, purchasing): _____

Address: _____

Name: _____

Telephone: _____

Fax Number: _____

E-Mail Address (**Required if available**): _____

E-Mail Address: _____
(Required if available)

FEIN#: _____

Type of Organization:

FOR NON PROFIT ORGANIZATIONS:

- County
- Municipality
- Solid Waste Authority
- Planning Region
- For-Profit Organization
 - Corporation
 - Proprietorship
 - Partnership
- Not-for-Profit Organization
- Other (please specify) _____

Chartered in Tennessee? Yes No

Date of Charter: _____

IRS Classification: _____

Attach a copy of approval letter for charter or
501(c)(3) exemption.

To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant.

Print or Type Name of Authorized Representative

Title

Signature

Date

Telephone:

E-Mail Address (required if available)

USED OIL GRANT

EQUIPMENT REQUEST - Part III

1. If a **storage tank** is being requested without a pad or a canopy explain the site setup that will be used. Pictures may be included with explanation for clarity. A storage tank must be placed on an impermeable pad and covered with a canopy or enclosed in a building.

2. If an applicant is requesting funding for **filter crusher** for a disposal option, please identify which of the following your collection site will be implementing. (Please refer to the Used Oil Collection and Recycling Program Guide)
 - Option 1** - Recycle the oil and the metal from the filters
 - Option 2** - Drain and crush the filters, recycle the oil, and dispose of the filters as a special waste in any Class I landfill
 - Option 3** - Puncture and hot drain or cold drain and dispose of as special waste in a subtitle D landfill (synthetic liner)
 - Option 4** - Dispose of the filters as a hazardous waste

3. If a **used oil heater** is requested, please estimate the square footage and shape of the room or building in which the used oil heater will be located. Provide a detailed explanation of the placement of the heater(s) and building configuration to justify heater size requested.

Explain the plan for transporting additional quantities of used oil if sufficient quantities of used oil are not generated at the heater locations.

*According to the Standards for the Management of Used Oil (Rule 1200-1-11-.11 Part 279.40 and TCA 68-211-1014) "...any transporter of used oil who transports: a) quantities of used oil in excess of 55 gallons of used oil at any given time, or b) who transports more than 1,000 gallons of used oil annually, shall be a certified transporter."

Worksheet 2 for Education Plan

This section is to be completed **ONLY** if requesting education funding (available to local governments only)

What is the message?

Place a check by those messages you will focus on during the grant period. Identify any local messages in the appropriate table and mark at the appropriate location.

Sample Informational Messages

Key Message	Which will you focus on? (please check)
Our county/city manages (#)_____used oil collection sites. They are located at _____	
Our county/city opened a new used oil collection site. It is located at _____	
Our county /city accepts oil filters for recycling at _____	
Use absorbents to clean up any used oil spills.	
Keep used oil in a clean, sealed, and covered container.	
Properly drain a filter for 24 hours before recycling it and the used oil.	
Other:	
Other:	

Sample Awareness Messages

Key Message	Which will you focus on? (please check)
Proper storage and handling of used oil is important because...	
Pouring used oil on the ground or old stump does not help the environment...	
Leaks and drips from vehicles cause water pollution.	
Other:	
Other:	



Tennessee Department of Environment and Conservation
Division of Solid Waste Management
Fifth Floor, L & C Tower
401 Church Street
Nashville, TN 37243-1535

Used Oil Schedule A

For more information call
615/532-9269, Fax:
615/532-0886, or Email
Nina.Vo@state.tn.us

Registration for Used Oil Collection Centers

1. Organization's full, legal name		UOP ID No. (for agency use)		
2. Mailing address	City	State	Zip code	
3. Site address	City	State	Zip code	County name
4. Owner name (may be corporation or company name)		Phone:		
		Email address:		
5. Manager or operator name		Phone:		
		Email address:		
6. Principal technical contact		Phone:		
		Email address:		
7. Emergency contact for hours the facility is closed		Phone:		
		Email address:		
8. Used Oil Collection Center Management Activities (check all applicable boxes):				
[] a. Do-It-Yourselfer generated only				
[] b. Commercially generated only				
[] c. Do-It-Yourselfer and Commercially generated				

I certify that the information given in this document is true, accurate and complete. I am aware that there are significant penalties for the submission of false information by signing and dating.

Signature of authorized representative Title Date

Printed name

Return to: Used Oil Management Program
Division of Solid Waste Management
Fifth Floor, L & C Annex
401 Church Street
Nashville, TN 37243-1535

Used Oil Schedule A (Revised 5-2004)
This form is subject to modification by the Department



**DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF SOLID WASTE MANAGEMENT**
8th Floor, L & C Tower, 401 Church Street
Nashville, TN 37243-1533
(615) 532-0076

USED OIL PROGRAM REPORT

INSTRUCTIONS: Complete one form for each used oil collection site. Return completed forms to above address.
Complete Sections A and C to register your collection site for participation in State Database.
Complete Sections A, B, and C to submit Used Oil Collection Annual Report.

SECTION A - USED OIL COLLECTION CENTER DATABASE ENTRY

By submitting this form, registrant agrees to be included in the State's Used Oil Collection Center Database. Locations of facilities included in this database will be provided to callers to the Used Oil Information line who are searching for locations to dispose of Do-It-Yourselfers used motor oil and others who may request the information.

Facility Name: _____ County: _____

Used Oil Collection Center Registration ID No: SWP _____

Owner: _____ Owner classification: Private Public Other _____

Mailing Address: _____ _____ _____	Physical Location/Address: _____ _____ _____
Contact Person: _____	Phone: () _____
Zip Code _____	Zip Code _____

Days/hours when used motor oil will be accepted: _____

Please mark if you accept the following: Oil Filters Antifreeze

Facility currently in operation? Yes No If "No", anticipated date of opening _____

SECTION B - USED OIL COLLECTION ANNUAL REPORT

REPORT PERIOD: _____ THROUGH _____

How many gallons of oil were collected from "Do-It-Yourselfers"? _____gallons

How many gallons of oil have you used for on-site heating fuel? _____gallons

How many gallons of oil have been picked up by certified transporters? _____gallons

Please provide the name(s) and registration numbers of certified used oil transporters/haulers servicing your facility.

What was the final disposition of the oil (if known)? _____

How many used oil filters have you collected? _____ Qty. _____ Lbs.

How many used oil filters do you have stored? _____ Qty. _____ Lbs.

What was the final disposition of oil filters collected? _____ Qty. Recycled _____ Qty. Landfilled

SECTION C - I certify that the information given in this document is accurate and complete to the best of my knowledge and belief as evidenced by my signature and the date signed.

Authorized Signature _____ Typed/Printed Name & Title _____ Date _____